

ADMINISTRATIVE NOTICE

American Consulate General, Guayaquil

Number:	2004-HR-009	To:	ALL EMPLOYEES / ALL AGENCIES
Date:	June 3, 2004	From:	Gayle C. Hamilton, Management Officer
Subject:	POSITION ANNOUNCEMENT		

OPEN TO: All Interested Candidates

POSITION: Security Investigator, FSN-9*; FSN-8* / FP5*; FP6*

OPENING DATE: June 3, 2004

CLOSING DATE: June 23, 2004

WORK HOURS: Full time; 40 hours per week

SALARY: * Actual grade and salary will be based on the qualifications of the applicant

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General, Guayaquil-Ecuador is seeking an individual for the position of Security Investigator.

BASIC FUNCTION OF POSITION

Position serves as the FSN Security Investigator for the Consulate General in Guayaquil, Ecuador. This position is the main assistant and advisor to the Regional Security Office in Guayaquil and the RSO office in Quito on local security issues and local law enforcement contacts. The area of responsibility for investigations includes the entire Guayaquil Consulate district, which includes the Forward Operating Location (FOL) in Manta, Cuenca and Salinas.

QUALIFICATIONS REQUIRED

NOTE: ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM.

- a) Education: Completion of secondary school is required.
- b) Experience: Two to three years of military, police, or private experience in guard related duties.
- c) Language: Spanish (FSI Level 4 speaking/reading), English (FSI Level 3 speaking/reading).
- d) Job Knowledge: Working knowledge of investigative procedures employed by local law enforcement agencies. Familiarization with Guayaquil city streets and locations is required.
- e) Skills and Abilities: Must have basic computer and word processing skills. Must have a local driver's license and a good driving record.

SELECTION PROCESS

When equally qualified, AEFMs and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply
3. EFM's who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

- a) Application for U.S. Federal Employment (SF-171 or OF-612); or
- b) A current resume or curriculum vitae that provides the same information as an OF-612; plus
- c) Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
- d) Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

Human Resources Office (or Admin Office)
US Consulate, Guayaquil-Ecuador
Attention : Francisco Santos

POINT OF CONTACT

Francisco Santos
Phone: 2323570 ext. 210
Fax: 2325286

DEFINITIONS

EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

Family Member (FM): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 16, 2004

An Equal Opportunity Employer

HR: PLara / PDurango
RSO: ASmith
FMO: PHamilton/MTorres